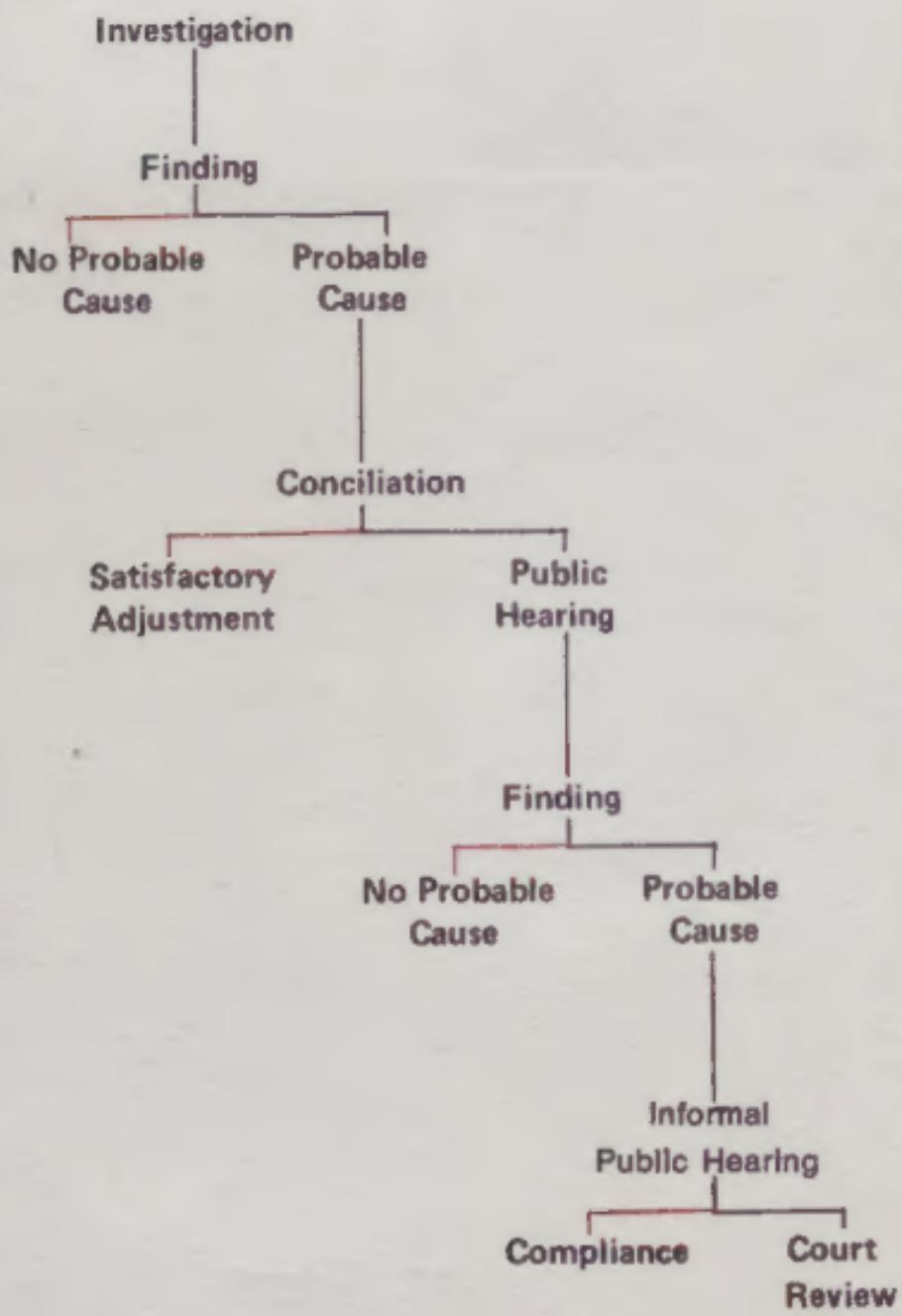


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Guide
For
Complainants

Newark
Human
Rights
Commission

THE PROCEDURE OF PROCESSING YOUR COMPLAINT



THE COMPLAINT

A Commission staff member will hear your complaint and will determine whether it is within the Commission's jurisdiction.

The Commission will help you draft the wording of the complaint and prepare it in legal form for your review, approval and notarized signature.

Your Complaint will receive a case number and will be investigated by an assigned staff member, who will keep you advised of the progress of your case.

THE INVESTIGATION

The community relations specialist will interview the respondent (the person ultimately responsible for the alleged discrimination), and other witnesses, and will review pertinent records and documents.

The community relations specialist may ask you to clarify some aspects of the complaint in the light of any new information. If you should learn or remember any additional information, notify the field representative immediately.

The Commission investigation may find:

- (1) no cause, and move to dismiss the complaint.
- (2) cause, and act to correct the discrimination and its effects.

THE CONCILIATION

If the investigation substantiates the charges then the respondent is required to:

- (1) Cease and desist from the specific discriminatory act or practice concerning which you complained.
- (2) Implement whatever actions, programs or compensation the Commission deems necessary to end the discrimination uncovered in the investigation.

The actual adjustment of your complaint will take place as soon as possible. You will be informed by mail of the Commission's official disposition of your case.

THE PUBLIC HEARING

When there is not satisfactory voluntary settlement, the Commission may convene an informal public hearing.

You know your complaint better than anyone else. Make the Commission fully aware of details. Answer all questions of the C R S, even if the answer might seem to weaken your complaint. The Commission can be better prepared when such information is discussed by the respondent.

Names, dates, places, addresses and such should be as accurate as possible.

Make available to the Commission witnesses or documents, such as a payroll slip or a rent receipt, that will substantiate your charges.

The law prohibits your employer from taking any action against you because you have filed a complaint, or against a witness who has testified for you.

Please keep all appointments with the Commission's C R S, and if it is necessary, telephone to postpone an appointment.

The C R S investigating your complaint is:

Name _____

Address _____

Phone _____

In Newark discrimination is illegal.

It is against the law to deny employment, housing, education or services open to the public because of a person's race, color, religious creed, ancestry national origin, sex.

These anti-discrimination laws are enforced by the Newark Human Rights Commission.

If you believe that you have been a victim of a discriminatory act or practice, write, phone or visit the.

**NEWARK HUMAN RIGHTS
COMMISSION**

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City of Newark, New Jersey
Kenneth A. Gibson, Mayor
Daniel W. Blue, Jr., Executive Director